

Cover Letter

12 January 2021

Dear Sir / Mdm,

AN INVITATION TO QUOTE (ITQ) TO PRODUCE AUDIO DESCRIPTIONS FOR SINGAPORE ART MUSEUM (SAM) ACCESS TEAM FROM 8 FEBRUARY 2021 TO 31 DECEMBER 2021

1. SAM would like to invite quotations for the audio descriptions for SAM's Access team from 8 February 2021 to 31 December 2021
2. The quotation shall be provided based on the Requirement Specifications document.

Evaluation Criteria

3. Quotations shall be evaluated based on the following criteria:
 - i. Conformity to the requirements of the specifications, including submission of quote using Annex A.*
 - ii. No debarment, on or after the closing date of the ITQ*
 - iii. Participation in compulsory briefing on Friday 15 January 2021 (4 working days after publication of ITQ) at 2.00 pm (1400hrs) on MS Teams.*
 - iv. Completeness of submission*
 - v. Proposed Quotation Price
 - vi. Relevant Track Records and Industry Reputation

**This is a critical criterion. Quotations that do not meet this criterion will be disqualified.*

Documents to submit

4. Interested vendors are to submit the following documents via email to procurement@singaporeartmuseum.sg by **5.00 pm (1700hrs) on Friday 29 January 2021:**
 - i. Cover letter for provision of audio description services for the Singapore Art Museum (SAM)
 - ii. CV of creative and project management team members to execute the project, if appointed
 - iii. Relevant track record
 - iv. Annex A – Price Table

Compulsory Online Briefing session

5. Vendors who intend to submit their proposals must attend the online briefing session which will be conducted Microsoft Teams on Friday 15 January 2021 (4 working days after publication of ITQ) at 2.00 pm (1400hrs) on MS Teams.

How to register for briefing

To register your attendance for the compulsory briefing, please email sharon.chen@singaporeartmuseum.sg by 4.00pm (1600 hrs) on Thursday 14 January 2021 with the following information:

- Name of company:
- Name of attendee:
- Email address:
- Contact Number:

Each company may have up to three (3) attendees for this online briefing.

You must register with your full name, which must be used when you log into the online session. We regret that attendees who do not use their full name will not be admitted to the online briefing session.

The detailed log-in information will be emailed to vendors who have pre-registered.

For clarifications

6. For further clarifications, you may call or email:

Sharon Chen
Senior Manager, Education and Programmes
9456 6444
sharon.chen@singaporeartmuseum.sg

- 7 Singapore Art Museum does not bind itself to accept the lowest or the whole of any quotations. This ITQ will be governed by the attached, Conditions of Contract.

Thank you.

Yours faithfully,

Dr June Yap
Director, Curatorial, Collections and Programmes
Singapore Art Museum